



**AGENDA**  
**PARKS & RECREATION BOARD MEETING**  
**Tuesday, November 5, 2019**  
**Christensen Field Meeting Room**  
**7:00 pm**

1. Call to Order
2. Roll Call
3. Open Meeting Law posted for public review.
4. Reading of the Parks & Recreation Board Minutes, September 3, 2019.  
\*No Meeting in October Due to Lack of Quorum.
5. Fee Waiver Request by Fremont Horse Arena Improvement Association (FHAIA) for Christensen Field Indoor Horse Arena for fundraising event.
6. Recreation Report – Nate Schwanke  
\*Fall/Winter Programming/Activities
7. Director’s Report  
\*City Auditorium renovation project  
\*Senior Center CDBG Project Update  
\*Downtown Christmas Decorations  
\*Winterization  
\*Holiday Craft Show  
\*Community Gardens  
\*JCF Park Splash Pad  
\*Johnson Playground
8. Next Meeting, Tuesday, January 7, 2020, Christensen Field Meeting Room  
\*No meeting scheduled in December.
9. Adjournment

***Agenda posted at the Municipal Building and distributed to the Mayor, City Council and Park Board on October 30, 2019. The official current copy is available at City Hall, 400 E Military, Parks and Recreation Office. A copy of the Open Meeting Law is posted for review by the public.***

## STAFF REPORT

TO: Park Board

FROM: Kim Koski, Director of Parks & Recreation

DATE: November 5, 2019

SUBJECT: Request to Waive Rental Fees for use of facilities for Fremont Horse Arena Improvement Association (FHAIA) event.

RECOMMENDATION: Approve the request.
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**Background:** The Fremont Horse Arena Improvement Association has submitted a Fee Waiver Application requesting all fees be waived for use of Christensen Field Indoor Arena, Kitchen and PA System to host a weekend fundraising event.

Although this event does not meet the necessary requirements to receive a fee waiver, I recommend approving this request as money raised will be donated back for improvements to the indoor arena.

**Fiscal Impact:** Rental fee of \$1,017.50 (\$817.50 fees + \$200 deposit that is refundable). The FHAIA will handle all set-up and tear-down duties associated with this event, no additional City staff will be needed.

The fee waiver application does require that all groups requesting a waiver must provide a deposit. The deposit for this event is \$200.00. The deposit is refundable following the event as long as the facilities are left in good condition.

CITY OF  
**FREMONT**

NEBRASKA PATHFINDERS

400 E Military Avenue, Fremont, NE 68025

Phone: 402-727-2630 Fax: 402-727-2667

*No Alcohol  
Event Insurance  
Needed*

OFFICE USE ONLY:

Fee: \_\_\_\_\_ Paid: \_\_\_\_\_

Deposit: \_\_\_\_\_ Paid: \_\_\_\_\_

Deposit is 20% of Facility  
Rental Fee or \$100 minimum.

**CHRISTENSEN FIELD**

RENTAL AGREEMENT FOR USE OF PARKS & RECREATION DEPARTMENT FACILITIES

Date Oct 31, 2019 Firm/Agency FHAIA, Fremont Horse Arena  
Agent or Responsible Person Mary Pearson Contact #: 870-1378  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
Purpose of Event Horse Event (Fundraiser) Anticipated Attendance: \_\_\_\_\_  
Date(s) of Event (TWO DAY) Time In \_\_\_\_\_ Time Out \_\_\_\_\_  
Detailed Description of Event: (1/2 Fee) Set-up FRI 137.50  
SAT 275.00  
SUN 275.00  
Marquee Message \_\_\_\_\_

	Regular Rates		Commercial Rates
	Weekend (Fri-Sun)	Weekday (Mon-Th)	Monday-Sunday
Main Arena	\$490/Day	\$365/Day	\$560/Day
M.A. Kitchen	\$55/Day	\$40/Day	\$55/Day
Meeting Room	\$90/Day	\$70/Day	\$90/Day
Friendship Center	\$345/Day	\$260/Day	\$425/Day
F.C. Kitchen	\$55/Day	\$40/Day	\$55/Day
Indoor Arena	<u>\$275/Day</u>	\$225/Day	\$325/Day
I.A. Kitchen	<u>\$50/Day</u>	\$35/Day	\$40/Day
Stage	\$60/Day	\$60/Day	\$60/Day
Short Stage	\$30/Day	\$30/Day	\$30/Day
Outdoor Arena	\$150/Day	\$125/Day	\$225/Day
Enclosed Barn	\$100/Day	\$75/Day	
Horse Stalls	\$15/Day	\$15/Day * ?	
Camping	\$20/Day	\$20/Day * ?	
Heat	Determined by Usage/Horse Arena only		
P/A System	<u>\$30</u>		

**Holiday Rates:** If approved Rental Rates for City Recognized Holidays (including Christmas Eve and New Year's Eve) will charged at **1.5 times the Weekend/Commercial Rate**. The city reserves the right to not rent facilities on city recognized Holidays, including Christmas Eve and New Year's Eve.

**Total Fees**

Facility Indoor Arena # days \_\_\_\_\_ x Rate \_\_\_\_\_ = 687.50  
# days \_\_\_\_\_ x Rate \_\_\_\_\_ = \_\_\_\_\_  
Kitchen/Concessions # days 2 x Rate 50 = 100.00  
# days \_\_\_\_\_ x Rate \_\_\_\_\_ = \_\_\_\_\_  
# days \_\_\_\_\_ x Rate \_\_\_\_\_ = \_\_\_\_\_  
# days \_\_\_\_\_ x Rate \_\_\_\_\_ = \_\_\_\_\_  
# days \_\_\_\_\_ x Rate \_\_\_\_\_ = \_\_\_\_\_  
# days \_\_\_\_\_ x Rate \_\_\_\_\_ = \_\_\_\_\_  
Other/Additional Fees  
P/A System x Rate \_\_\_\_\_ = 30.00  
Heat x Rate \_\_\_\_\_ = TBD  
**Rental Fee:** \$817.50  
**Deposit:** \$200.00 (Refundable)  
**\*Total Amount Due:** \$1017.50 +  
**Date:** \_\_\_\_\_  
-Deposit is 20% of Total Fee or \$100 minimum.  
-Deposit is reimbursed after rental, based on cleanup/damage report.  
\*rate may change if additional items are requested after time of Rental Request submittal.

**Please Note:** All events should contact the Events Maintenance Supervisor regarding set-up at 402-720-1197 or 402-727-2630.

Updated December 1, 2018

EVENT DETAILS

Please check "yes" or "no" to each of the following. If you mark "yes" to any item, please provide details under the "Event Description" below (some items may require written authorization, additional fees, and/or proof of insurance).

YES NO

- \_\_\_\_ 1- Is your event open to the public?  
\_\_\_\_ 2- Are you planning to charge registration/admission fees?  
\_\_\_\_ 3- Will you be subletting tables/space?  
\_\_\_\_ 4- Will you be selling merchandise, food or beverages? List description below

\*Answering Yes to any question 1-4 classifies the rental as a Commercial Rental. Commercial Rates and requirements will be administered.

- \_\_\_\_ 5- Will alcohol be served?— If yes please review Alcohol Policy and Requirements -The Chief of Police and the Parks Director can, at their discretion make changes to security requirements if in their joint opinion there is a need to do so.  
\_\_\_\_ 6- Will there be live or amplified music?  
\_\_\_\_ 7- Are you hiring a third party vendor?  
\_\_\_\_ 8- Will you be decorating the facility (restrictions apply)?

Additional info related to rental: \_\_\_\_\_

-All Rentals must end by 12:00 A.M., the renter must clean and vacate the facility no later than 12:30 A.M.

-Failure to vacate on time will result in loss of 25% of deposit for every 1/2 hr after 12:30 A.M. (special arrangements must be approved in advance for a later vacate time)

-The Renter shall not use the premises in violation of any Federal or State Law, City Ordinance or Fire regulations, and shall pay charges for special police if same are deemed necessary by the City of Fremont. NO lighted candles permitted in any city facility.

-All COMMERCIAL RENTERS will provide the City of Fremont proof of liability insurance in the minimum amount of \$1,000,000 and shall name the city as an additional insured on that policy. Commercial rentals include any person, business, or organization that requires an admittance/entry fee, sale of products, sub letting of tables or space, and fundraising. Commercial rentals will be charged a commercial rate.

-When deemed required by the City of Fremont, the Renter shall provide security for scheduled event through one of the approved Security Vendors for the City of Fremont. The Chief of Police and the Parks Director can, at their discretion make changes to security requirements if in their joint opinion there is a need to do so.

-Security must be secured at least one week in advance and approved by the City of Fremont or rental will be cancelled.

-If Renter wishes to consume alcohol on City Property, the Renter must submit a Permission To Consume Alcohol On City Property Form and follow all of the requirements and fees necessary to obtain approval.

-Rentals that have obtained permission to consume alcohol must cease consumption at 12:00 a.m. midnight, last call at 11:30 p.m. No alcohol is allowed to be consumed or located in the building if security is not present, either before, during or after rental time. Failure to follow this policy will result in loss of full deposit and possible report to local authorities.

-The Renter shall be responsible for damage or breakage to the building or property therein that occurs as a result of negligence or miss-use of said premise by the Renter. The Renter will notify the City of Fremont immediately at the time of damage or breakage to the building or property.

-The Renter shall leave the premises in a clean and orderly condition (garbage, decorations and other debris picked up and placed in outside receptacles), and to close and secure the facility or the City reserves the right to withhold refund of deposit. This does not include taking down chairs and tables set up for an event.

-Large items left behind at any facility will be subject to removal to the city impoundment lot after 3 days from the last day of the rental.

-Only the room(s) rented may be used.

-Helium balloons used for decorating and which end up on ceiling will result in a minimum deduction of \$25 from damage/clean up deposit.

-Refund/Cancellation Policy: 80% Refund if cancellation occurs 90 days or more prior to the event

60% Refund if cancellation occurs 60-89 days prior to event

30% Refund if cancellation occurs 30-59 days prior to event

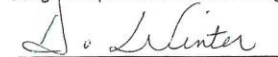
0% Refund if cancellation occurs 29 days or less prior to event

-The City of Fremont Parks and Recreation Department has sole discretion and authority to restrict or refuse the use of any public facility to any group or individual.

-The Renter shall hold the City of Fremont harmless from all liability for injury or death, or loss of or damage to, any person or property that occurs during, or as a result of, the use of facilities by the Renter, and shall indemnify the City for all expenses it may incur as a result of claim or demand by anyone growing out of the use of said facility by Renter.

Other conditions specific to this rental: \_\_\_\_\_

The undersigned agrees to the terms and conditions set forth above and the Parks and Recreation Department acknowledges receipt of payment of rental charges as specified and dated on agreement.

  
Agent for Parks and Recreation

10/31/19  
Date

\_\_\_\_\_  
Renter Signature

\_\_\_\_\_  
Date

**Koski, Kim**

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**From:** Mary Pearson <mpearson71@hotmail.com>  
**Sent:** Friday, October 25, 2019 2:44 PM  
**To:** Koski, Kim  
**Subject:** FREMONT HORSE ARENA IMPROVEMENT ASSOCIATION - (FHAIA)

*Hello Kim,*

*My name is Mary Pearson and I am the New President of FHAIA. First of all I would like to extend a HUGE THANK YOU for all the years working with us and allowing access to the indoor arena on Tuesdays if not rented out. You have no idea how much that means to many of us!!*

*Our club was organized with the intentions of doing what we can to aid in projects of improving the arena, plus being able to ride there as club members. In the current past about the only project we have helped a lot with is the Bull Riding in the Spring which we plan on continuing to help with.*

*We have meetings the second Wednesday of certain months of the year and at our last meeting which was October 16th the subject came up of projects at the arena that we would really like to see improved. The road between the arena and barns was discussed, along with the addition onto the Arena's West end which would serve as a holding area before entering the area.*

*My understanding after asking some questions is they are both on an agenda for future improvements. The road has a draining problem and is hoping to receive black top so loads of gravel that we talked about donating is out.*

*As far as the addition to the arena this is what we would like to do. First of all, we use to be given a FREE WEEKEND FOR INDOOR ARENA for sponsoring horse shows and different projects to raise money for arena Improvements. We would like to claim a Weekend again if there are any open to run a BARREL RACING CLINIC. We have a member in our group that is a well known, very accomplished Barrel Racer that would pull people in if we put on a clinic with a Barrel Race after. We would tag all profits towards the starting up of a ARENA ADDITION FUND.*

*We are also planning on meeting with a contractor to maybe get a ruff draft of what is possible in that area and what it would cost. Then we thought if it was OK with you to maybe start going to businesses and people like Donna Rankin*

that use the arena a lot to see if they would be interested in making donations along with our Club to get this off the ground.

We only want to do what is acceptable and go through the correct channels to get our goals accomplished. So if you can make this kind of decision yourself or have to take it to a board, to decide if we could claim our free weekend to raise Money to get the BALL rolling on this. We would like to know ASAP!!

I would also appreciate your opinion and if you feel this is a good idea and even feasible.

Thank your for looking into it for us and your consideration.

Mary Pearson

FHAIA President/ FHAIA Arena Director

[Mpearson71@hotmail.com](mailto:Mpearson71@hotmail.com)

402-870-1378

MINUTES OF PARKS & RECREATION BOARD MEETING  
Tuesday, September 3rd, 2019  
7:00 pm – Meeting Room of City Auditorium - 925 N Broad ST

PRESENT: Ashley Washburn, Dian Christensen Hillis, Connie Giese, Dan Moran, Wendy Eairleywine, and Nate Schwanke

1. Call to Order – Meeting convened at 7:01pm. The agenda displayed at City Hall, 400 E Military and was distributed to the Mayor, City Council and the Park Board, on August 8<sup>th</sup>, 2019 and is open to the public. The open meeting law is posted continually for public inspection.
2. Roll Call – 5 present. Prince absent.
3. Reading of the Park & Recreation Board Minutes for August 6<sup>th</sup>, 2019 – Motion was made by Eairleywine, seconded by Christensen Hillis to dispense with the reading of the minutes and approve as sent. Motion carried.
4. Recreation report
  - a. Numbers at pools look good for the summer.
  - b. Slow Pitch softball finished up with numbers up in both men's and women's.
  - c. Youth Baseball and Lil' Sluggers numbers up in both programs.
  - d. Pools have been emptied.
5. Next Meeting – Tuesday, October 1st, 2019, Christensen Field Meeting Room.
6. Adjournment – motion was made by Giese, seconded by Washburn to adjourn. Motion carried. The meeting adjourned at 7:06 pm.

Respectfully submitted,  
Nate Schwanke, Recreation Superintendent

I, the undersigned, the Secretary for the Parks and Recreation Department, Fremont, Nebraska, hereby certify that all of the subjects included in the attached proceedings were contained in the notice of said meeting of September 3rd, 2019 kept continually current and available for public inspection at the Parks & Recreation Office; that such subjects were contained in said notice for at least twenty-four hours prior to said meeting; that the minutes of the Park Board of the Parks and Recreation Department, Fremont, Nebraska were in written form and available for public inspection prior to the next convened meeting of said body.

IN WITNESS WHEREOF, I have hereunto set my hand this 23rd day of September, 2019.  
Nate Schwanke, Recreation Superintendent September 23, 2019